

**AGENDA FOR  
PORT OF ILLAHEE COMMISSION  
Wednesday, January 14th - 6:30PM  
ZOOM MEETING #715 0997 5823 / Password: Illahee**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- January 14<sup>th</sup>, 2026 Agenda
- December 10<sup>th</sup>, 2025, Regular meeting minutes
- Pay Bills with check numbers **5444** through **5451** totaling **\$43,690.39\*** Pending Auditor Approval\*

**3. SIGNING OF DOCUMENTS**

- Determine when/how to have at least 2 Commissioners sign the documents

**4. SWEARING-IN OF NEW COMMISSIONER**

- Welcome Bradlee Tenbrink as the newest Port Commissioner

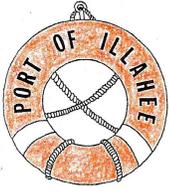
**5. ELECTION OF OFFICERS/JOB DUTIES**

**6. PUBLIC COMMENT opportunity #1**

- 2 minute max, please note that Commissioners are encouraged to wait until the end of the meeting to respond to comments/ statements

**7. REPORTS/UNFINISHED BUSINESS**

- **Grants/Waterfront Access Improvements**
  - Waterfront Project
  - **Illahee Store Project** – status
- **Treasurer's Report** as of December 31, 2025:
  - **General Fund:**       **\$257,788.34**
  - **Investments:**       **\$8,328.20**
  - **Bond:**               **\$11,093.05**
  - **Total:**               **\$277,209.59**



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- **Reports**
  - **Website:** Anything to report?
  - **Properties:**
    1. 5507 Illahee Road/Illahee Store Property
    2. Illahee Road Lot – **SOLD**
  - **Dock/Pier:** Closed for construction

**6. NEW BUSINESS**

- Resolution 2026-01 - Determining the Port Meeting Schedule
- State Audit Update
- CERB Rural Ports Program Update

**7. PUBLIC COMMENT opportunity #2**

- 2 minute max, please note that Commissioners are encouraged to wait until the end of the meeting to respond to comments/statements

**8. COMMISSIONER OPPORTUNITY TO RESPOND TO PUBLIC COMMENTS/SUGGESTIONS**

- **Commissioner Tenbrink:**
- **Commissioner Hall:**
- **Commissioner Rupert:**

**9. ADJOURN - Regular Meeting – Thursday, February 12, 2026, at 6:30 PM via Zoom**

- All-Ports Meeting



## Port of Illahee Minutes of Regular Meeting

December 10, 2025

### Call to Order

The Regular Port of Illahee meeting was held virtually through the ZOOM app (meeting id# 71509975823 / Password: Illahee). Notice of the virtual meeting was posted near the kiosk at the head of the pier and on the Port's website - portofillahee.com. **Commission Chairman James Aho** called the meeting to order at 6:30 PM. Also, in attendance were **Commissioner Jeffrey Rupert; Commissioner Eric Hall**; Roy Barton; Cathy Johnson; Leonard Knight; Peter Tonder; and members of the public

### Consent Agenda

- December 10, 2025, Meeting Agenda
- November 12, 2025 Regular Meeting Minutes
- Payment of bills with check numbers 5432 through 5442 totaling \$228,082.51
- **(motion by Rupert; second by Hall; all in favor)**

### Signing of Documents

Commissioners plan to stop by the Illahee Store to sign documents on Friday, December 12, 2025.

### Public Comment

None

## REPORTS/UNFINISHED BUSINESS -

### Grants/Waterfront Access Improvements

Commissioner Aho reported that the waterfront construction project is nearing completion, with work progressing to final cleanup and punch-list items. Equipment is being removed and the site is being prepared for closing out.

Remaining items include:

- Final connection and energizing of the underground power line by **Puget Sound Energy (PSE)**
- Hook-up of the fire hydrant after water-line flushing
- Completion of handrail fabrication and installation
- Final stormwater system review and filter maintenance planning

Commissioner Aho reported that **Change Order #2** for the underground power relocation had been executed and submitted so that payment to PSE could be made and work scheduled. PSE's portion of the work was estimated at approximately **\$30,000** including contingency, with unused funds to be refunded upon completion.

Commissioner Aho stated that **Quigg Brothers** had completed all their required work and no further contractor work was pending on the power infrastructure. The garden bed and conduit installations would remain in place.

Commissioner Aho noted that **dock power would not be available** until the PSE work is completed.

Three sets of handrails are being fabricated: two for the stairways and one for the beach access ramp. The rails have been measured and are being treated for corrosion resistance. Installation is expected in the coming week.

Commissioner Aho reported that **Pay Request #8** will be prepared and paid in January after the remaining construction and punch-list items are completed so the final amount can be determined accurately.

A stormwater quality vault was installed as part of the project. Commissioner Aho reported that filter replacement schedules and maintenance responsibility are still being coordinated with the County and he is meeting with stormwater officials to determine long-term responsibility.



The Commission discussed placing **educational signage** explaining how stormwater runoff is treated before entering Puget Sound.

Commissioner Aho proposed installing **four benches** for public seating. Three benches would be placed near the stairway landing area, and one near the beach ramp.

He reported that the **Bainbridge Island Artisan Resource Network** may be able to fabricate the benches at material cost only. Installation would be handled by the Port.

Commissioner Aho reviewed required and proposed signage:

- **Suquamish Tribe slip designation sign**
- **Tribal interpretive sign**
- **Stormwater treatment educational sign**
- **Dock history sign (including WWII fueling station)**
- **PLIA cleanup project sign**
- **Grant compliance plaques (ALEA and RCO)**
- **Donor recognition bronze plaque** for ASSIST fund contributors

He noted that **RCO retains 10 percent of grant funds** until signage and plaque requirements are fulfilled.

Local artist **Vic Krenon** has been contacted about assisting with sign design, and previously used rain-garden signs may be repurposed to keep costs low.

## Illahaee Store Project

### Treasurer's Report as November 31, 2025

■ General Fund:	\$ 417,575.43
■ Investments:	\$ 7,942.47
■ Bond:	\$ 11,093.05
■ Total:	\$ 436,610.95

### Grant Status

BFP RCO: Total= \$851,065.00, Amount of RCO paid:\$ 760,597.32

Remaining RCO Funds:\$ **0**

• ALEA RCO: Total = \$500,000.00, Amount of RCO paid:\$ 424,944.57

Remaining RCO Funds:\$ **0**

• RCFB RCO: Total= \$191,000.00, Amount of RCO paid: \$163,647.17

Remaining RCO Funds: \$ **0**

### Website

#### Properties

- **5507 Illahaee Road:** See above
- **Lot 36 Illahaee Road - SOLD**

**Dock/Pier** - Currently Closed for construction project.

### New Business

Commissioner Hall stated that bond payments approved earlier in the year had not yet been executed and need to be completed. He noted that authorization for the Port Administrator to make electronic bond payment transfers must be included in the meeting minutes.



## Public Comment

Roy Barton asked whether John Piccone's final invoice was included in the remaining RCO grant draw. The Port Administrator stated that most invoices are being submitted through the grant but Piccone's final invoice will be paid by the Port after grant funds are exhausted.

Leonard asked about overnight parking signage. Commissioner Rupert stated he would address the matter before the end of the meeting.

## Adjourn-

At 8:20 PM, the meeting adjourned. **(motion by Rupert; second by Hall; all in favor)**  
The next regular meeting is scheduled for January 14, 2026, at 6:30 PM via Zoom.

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Commissioner

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Commissioner

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Commissioner

PORT OF ILLAHEE  
RESOLUTION No. 2026-01  
Establishing the 2026 Regular Meeting Schedule

WHEREAS, the Commissioners of the Port of Illahee (Port) desire to establish the dates and times for its regular business meetings annually by Resolution; and

WHEREAS, during the State of Washington's Safe Start Reopening, the Port of Illahee began holding meetings via ZOOM (meeting #715 0997 5823 / password 'Illahee');

WHEREAS, it has been determined that holding meetings via ZOOM has been beneficial to the Port and the public in general;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Port of Illahee that the attached meeting schedule be adopted as the dates, time, and location of the regular business meetings for the period of January 1, 2026, through December 31, 2026.

ADOPTED by the Port of Illahee Commission on \_\_\_\_\_, 2025.

PORT OF ILLAHEE  
KITSAP COUNTY, WASHINGTON

\_\_\_\_\_  
Bradlee Tenbrink, Commissioner

\_\_\_\_\_  
Jeffery Rupert, Commissioner

\_\_\_\_\_  
Eric Hall, Commissioner

## 2026 PORT OF ILLAHEE REGULAR MEETING CALENDAR

UNLESS OTHERWISE INDICATED, PORT OF ILLAHEE BOARD MEETINGS WILL BE HELD AT VIA ZOOM (MEETING ID# 715 0997 5823 / PASSWORD: Illahee) AT 6:30PM ON THE SECOND WEDNESDAY OF EACH MONTH.

JANUARY 14<sup>th</sup>

FEBRUARY 11<sup>TH</sup>

MARCH 11<sup>TH</sup>

APRIL 8<sup>TH</sup>

MAY 13<sup>TH</sup>

JUNE 10<sup>TH</sup>

JULY 8<sup>TH</sup>

AUGUST 12<sup>TH</sup>

SEPTEMBER 9<sup>TH</sup>

OCTOBER 14<sup>TH</sup>

NOVEMBER 11<sup>TH</sup>

DECEMBER 9<sup>TH</sup>